



NOTICE OF POSITION VACANCY
HUMAN RESOURCES/TRAINING SPECIALIST
Job Announcement 2023-04

SALARY RANGE: **CL27/01 - CL27/61**
 \$55,266 - \$89,867 per annum.
 Salary depends on experience and qualifications

LOCATION: **Cheyenne, Wyoming**

CLOSING DATE: **Open until filled. *Priority consideration given to applications received by July 28, 2023.***

The United States District Court for the District of Wyoming is accepting applications for the position of **Human Resources and Training Specialist**. The successful candidate provides administrative and technical support for human resources programs, personnel transactions, training activities, administrative support and audit endeavors in accordance with approved procedures, policies and internal controls. The position supports approximately 45 staff members, including judges, chambers staff, and clerk's office staff throughout the District.

The incumbent must maintain a professional demeanor at all times, be detail oriented, self motivated and highly organized. The incumbent must possess strong interpersonal skills, demonstrate sound judgment and poise, foster high ethical standards, and communicate professionally and tactfully, both orally and in writing.

The District of Wyoming geographically is the 10th largest state (by area) covering over 97,000 square miles. There are three offices within the District of Wyoming: Cheyenne (headquarters), Casper and Mammoth Hot Springs at Yellowstone National Park. Occasional travel is required.

Representative Duties

Process a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, within-grade pay increases, and changes to benefit elections. Create and update position descriptions. Maintain automated personnel records system and process workers compensations claim forms.

Conduct recruitments, including preparing vacancy announcements, interviewing, and

maintaining recruiting and hiring statistics. Review applications for completeness.

Administer the court's benefits program; including maintaining and distributing benefits materials, processing forms and addressing routine benefits questions and resolving benefits issues.

Maintain and audit leave and timekeeping records.

Manage performance reviews.

Ensure accuracy of personnel information in the Judiciary's Human Resources Management Information System (HRMIS),

Coordinate background check and investigations, verify applicant employment, check references, take employee fingerprints, submit background check/investigation requests and track results. Issue credentials and identification cards. Maintain the Facilities Access Card (FAC) Program.

Research, develop and write human resources policies, procedures and best practices for the Court. Maintain and update the personnel manual and other written human resources policies such as social media, telework, and internal controls as necessary.

Oversee orientation for new employees, including review of required new hire forms, personnel policies and procedures, and benefit options.

Assist with employee recognition programs.

Prepare and conduct training in human resources-related areas, such as benefits and performance management.

Advise and educate staff in all areas of federal and judiciary benefits.

Serve as a resource on personnel issues for staff, supervisors and management, coaching and facilitating as needed.

Advise judges, unit executives, supervisors and court staff on human resources matters, procedures and processes.

Assist with emergency preparedness processes and procedures.

Ensure adherence to the Guide to Judiciary Policy and the Human Resources Manual regarding human resources practices and separation of duties.

Comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements, including handling confidential information in a variety of contexts.

Provide administrative support in reviewing financial documents and maintain the District's internal controls and provide support for the annual and cyclical audits.

Qualifications

The successful candidate must have two years of specialized experience, one year of which must be equivalent to work as a CL 25, **or** a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- an overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- standing in the upper third of the class;
- GPA of 3.5 or better in major field of study, such as human resources management, business or public administration, industrial relations, or psychology.
- election of membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
- completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law or, other field closely related to this position.

Specialized experience is defined as progressively responsible experience in at least one but preferably two or more functional areas of human resources management and administration (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of human resources administration.

The successful candidate will possess:

- Effective written communication and proofreading skills to produce logical and concise written work products as well as to review and correct original correspondence
- The ability to organize multiple tasks, work under pressure, and meet deadlines
- A command of automated human resources, word processing, spreadsheet, email, and database programs and systems
- Skill in researching and interpreting guidelines, rules, policies and regulations
- The ability to collect, organize and interpret data
- Skill in administrative matters, such as file maintenance, record keeping, and preparation of reports
- Meticulous attention to detail, strict adherence to procedural requirements, and the utmost judgment, discretion, and confidentiality
- Excellent interpersonal skills and the ability to work independently as well as cooperatively with others in a team environment

Preferred Qualifications/Skills

- Bachelor's degree from an accredited college/university in a field of academic study such as human resources, psychology, sociology, human relations, business or public administration.

- Human resources administration experience in the Federal Judiciary is highly desired.
- Solid computer skills are required, including proficiency in Adobe Acrobat, Microsoft Office, including Word, Excel and Powerpoint.

Employee Benefits

The benefits offered to employees of the U.S. Courts include:

- 13 days paid annual leave per year for the first three years of service
- 20 days paid annual leave per year after three years of service
- 26 days paid annual leave per year after 15 years of service
- 13 days paid sick leave accrued per year
- 11 paid federal holidays per year
- Choice of medical, dental and vision coverage from a wide variety of plans
- Life and long-term disability insurance options
- Participation in the Federal Employees Retirement System
- Participation in the Thrift Savings Plan (similar to 401(k), with matching funds)
- Pre-tax flexible spending accounts (medical and dependent care)

How to Apply - Information for Applicants

Qualified applicants must submit

- 1) A cover letter detailing how your experience relates to the position requirements;
- 2) A resume detailing all relevant experience, education and skills
- 3) Three professional references with contact information
- 4) A completed and signed AO78 (Federal Judicial Branch Application for Employment) which can be found at www.wyd.uscourts.gov/employment

All documents must be submitted via email (**as a single PDF attachment**) to hr@wyd.uscourts.gov by **July 28, 2023**.

Only applicants selected for an interview will be contacted. Funding is not available to support travel for interview or relocation expenses.

U.S. citizenship is required. Positions with the U.S. Courts are excepted service appointments, or “at will.” The initial appointment is provisional and contingent upon satisfactory completion of a background investigation and fingerprinting.

Direct deposit of pay is required.

The Court reserves the right to modify, withdraw, or fill the position at any time, any of which may occur without prior written or other notice.

The federal judiciary is an Equal Employment Opportunity employer.